



City of Austin - JOB DESCRIPTION



Airport Operations Supervisor

FLSA:	Standard/Non-Exempt	EEO Category:	(20) Professionals
Class Code:	10395	Salary Grade:	XA3
Approved:	October 24, 1997	Last Revised:	April 08, 2012

Purpose:

Provide day-to-day supervision and direction to a shift of Airport Operations Coordinators who are responsible for providing a safe and secure environment for the traveling public, Austin-Bergstrom International Airport, City of Austin employees, and neighboring communities by recognizing and responding to violations of local, state, and federal laws and ordinances.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Ensures compliance with federal, state, and local regulations regarding airport operations and security.
2. Coordinates division operations with other divisions and outside contractors.
3. Reviews logs and reports to ensure accuracy and completeness. Writes technical reports.
4. Provides direction and instruction on resolving critical incidences/situations, security related activity, security breaches, alarm violations, etc.
5. Develops and enforces policies and procedures, emergency plans, SOP's, ASP, etc.
6. Investigates complaints or issues and provides recommendations for resolution.
7. Analyzes patterns of terrorism to determine necessary preventive measures. Helps to determine the cause of security violations. Monitors airport activities, inspects airport property and facilities and uses security tools, equipment and processes to identify potential threats.
8. Approves and validates recommended enforcement performed by Airport Operations Coordinators, and action taken are within guidelines of local, state, and federal laws, regulations, ordinances, etc., to include the review and approval of reports, warnings, notice of violations and citations.
9. Performs administrative duties, i.e., review, approve, generate, and distribute reports, write memos, correspondence, proposals, and review and provides recommendations for modifications to airport certification manuals/emergency plans, etc. Performs procurement duties and responsibilities, i.e., solicit bids, obtain purchase order numbers, track equipment purchases, report to Aviation Finance division annual inventory of equipment, etc.
10. Provides customer service, i.e., provide entry to all ABIA offices and areas after hours, coordinate escorts. Serves as liaison between the public and the Airport Operations Coordinators. Represents City on boards, commissions, etc.
11. Advises airport management on needed actions and improvements to security and safety. Coordinates the airport's response to critical incidents.

Responsibilities - Supervisor and/or Leadership Exercised:

Supervisors are responsible for providing direction and the evaluation of staff (3+) and/or programs.
Responsible for the full range of supervisory activities including selection, training, evaluation, counseling and recommendation for dismissal.
May perform the duties of the Airport Operations Coordinator when necessary.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of general airport operations.
- Knowledge of airport security emergency operations.
- Knowledge of Federal, State and Local laws.
- Knowledge of city practice, policy and procedures.
- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of safety practices and procedures.
- Skill in oral and written communications.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software.
- Skill in planning and organizing.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to quickly recognize and analyze irregular events.
- Ability to deal effectively with a wide range of local, state and government officials, the news media and private citizens.
- Ability to handle extremely intense and chaotic emergency situations.
- Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited four (4) year college with major coursework in Criminal Justice, Aviation Management, Airway Science, Public Administration, Business Administration, or related field, plus two (2) years of law enforcement, security or airport operations work experience.

Graduation from High School or equivalent plus six (6) years of law enforcement, security, military or airport operations work experience; OR

Directly related professional experience may be substituted for the education up to the maximum of four (4) years.

Licenses and Certifications Required:

Valid Texas Class "C" Driver's License.

Must be able to pass a criminal background check and obtain and maintain federally mandated security clearances required to work at an airport.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.